

English language



BUSINESS ENGLISH 1

FIRST TERM
...pages

**PARALLEL
PAPERS**

TEACHER: EUGENIO FOUZ
STUDENT:

<i>Student's last name and first name</i>	
<i>Marks.- 1st/2nd/3rd term</i> <i>DATE:</i>	
05 notebook	
10 test	
04 behaviour (oral marks, punctuality, attitude)	
20 control	
05 notebook	
20 control	
06 attendance (active)	
30 PROGRESS exam (reinforcement, revision exam)	

ESL 1. 1st term
Regular Verbs
ESL 1/2

agree agreed agreed- acordar
answer answered answered- responder
ask asked asked- preguntar
behave behaved behaved- comportarse
believe believed believed- creer
call called called- llamar
cancel cancelled cancelled- cancelar, suprimir
correct corrected corrected- corregir
change changed changed- cambiar
check checked checked- comprobar, verificar

**

follow followed followed- seguir
label labelled labelled- rotular, etiquetar
learn learned learned- aprender
like liked liked- gustar
look looked looked- mirar, parecer
love loved loved- amar, encantar
manage managed managed- manejar, dirigir
mark marked marked- marcar
match matched matched- unir, asociar

**

mention mentioned mentioned- mencionar
miss missed missed- perderse, echar de menos
need needed needed- necesitar
pass passed passed- pasar, aprobar
practise practised practised- practicar
protect protected protected- proteger
provide provided provided- proporcionar
purchase purchased purchased- comprar
push pushed pushed- empujar
rain rained rained- llover
relax relaxed relaxed- relajarse, descansar



ESL 1.-1st term
Irregular verbs

be was/were been: ser, estar
begin began begun: empezar
bring brought brought: traer; llevar
broadcast broadcast broadcast: emitir
buy bought bought: comprar
catch caught caught: coger, atrapar
choose chose chosen: elegir
come came come: venir
cost cost cost: costar
cut cut cut: cortar

**

do did done: hacer
draw drew drawn: dibujar
dream dreamt/dreamed dreamt/dreamed: soñar
drink drank drunk: beber
drive drove driven: conducir
eat ate eaten: comer
feel felt felt: sentir
forbid forbade forbidden: prohibir
forecast forecast forecast: prever, predecir
forget forgot forgotten: olvidar

**

give gave given: dar
have had had: tener
know knew known: saber, conocer
mean meant meant: significar
meet met met: encontrarse; conocer
quit quit quit: dejar
read read read: leer
say said said: decir
see saw seen: ver
sell sold sold: vender

**

sit sat sat: sentarse
sleep slept slept: dormir
steal stole stolen: robar
take took taken: coger
teach taught taught: enseñar
think thought thought: pensar
understand understood understood: comprender

**

The English alphabet (26 letters)

a	b	c	d	e	f
g	h	i	j	k	
	l	m	n		
	o	p	q		
	r	s	t		
u	v	w	x	y	z

The time

What time is it, please?

-It's one o'clock

What time is it, please?

-It's quarter to three

What is the time?

It is ten past two

Is it half past nine?

-Yes, it is

Days of the week

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Table of Cardinal Numbers (via Ego4u)

Cardinal numbers from 1 through 1,000,000

1 one	11 eleven	21 twenty-one	31 thirty-one
2 two	12 twelve	22 twenty-two	40 forty
3 three	13 thirteen	23 twenty-three	50 fifty
4 four	14 fourteen	24 twenty-four	60 sixty
5 five	15 fifteen	25 twenty-five	70 seventy
6 six	16 sixteen	26 twenty-six	80 eighty
7 seven	17 seventeen	27 twenty-seven	90 ninety
8 eight	18 eighteen	28 twenty-eight	100 a/one hundred
9 nine	19 nineteen	29 twenty-nine	1,000 a/one thousand
10 ten	20 twenty	30 thirty	1,000,000 a/one million

Separation between hundreds and tens

Hundreds and tens are usually separated by 'and' (in American English 'and' is not necessary).

110 - one hundred *and* ten

1,250 - one thousand, two hundred *and* fifty

2,001 - two thousand *and* one

Hundreds

Use 100 always with 'a' or 'one'.

100 - *a* hundred / *one* hundred

'a' can only stand at the beginning of a number.

100 - *a* hundred / *one* hundred

2,100 - two thousand, *one* hundred

Thousands and Millions

Use 1,000 and 1,000,000 always with 'a' or 'one'.

1,000 - *a* thousand / *one* thousand

201,000 - two hundred and *one* thousand

Use commas as a separator.

57,458,302

The Number 1,000,000,000

In English this number is a *billion*. This is very tricky for nations where 'a billion' has 12 zeros.

1,000,000,000,000 in English, however, is a *trillion*.

But don't worry, these numbers are even a bit problematic for native speakers: for a long time the British 'billion' had 12 zeros (a number with 9 zeros was called 'a thousand million'). Now, however, also in British English 'a billion' has 9 zeros. But from time to time this number still causes confusion (just like this paragraph, I'm afraid). ;o)

Singular or Plural?

Numbers are usually written in singular.

two hundred Euros

several thousand light years

The plural is only used with *dozen*, *hundred*, *thousand*, *million*, *billion*, if they are not modified by another number or expression (e.g. a few / several).

hundreds of Euros

thousands of light years

Cuestionario del demonio

1. ¿valoro los estudios que estoy realizando?
2. ¿valoran mis padres y mis hermanos los estudios en general?
3. ¿lo paso bien en clase, aprendo cosas y veo un lado útil a la escuela?
4. ¿tengo que ir a clase porque me obligan?
5. ¿soy capaz de estar un rato largo leyendo, lo que sea, sin aburrirme?
6. ¿puedo estarme quieto y soy de los que acaban las cosas?
7. ¿suelo leer la prensa?
8. ¿leo más allá del primer párrafo de una noticia o me quedo sólo en las imágenes y en los titulares?
9. ¿tengo curiosidad por aprender cosas nuevas, aunque se trate de un juego de cartas?
10. ¿me gusta ver películas y ver la televisión más que todo lo demás?
11. ¿llevo una agenda donde anoto fechas de exámenes, tareas o teléfonos?
12. ¿qué asignaturas me gustan y por qué?
13. ¿qué profesores me gustan y por qué?
14. ¿soy de los voluntarios en clase o de los que no levantan la mano para nada?
15. ¿hago resúmenes y esquemas de los apuntes y lecciones?
16. ¿consultar libros diferentes a los obligatorios significa perder el tiempo o ganarlo?
17. ¿estudio en casa?
18. ¿cuánto tiempo estudio?
19. ¿a qué hora y en qué habitación?
20. ¿me distraigo fácilmente o me concentro en lo que hago?
21. ¿es cierto que un ser superior (un demonio) ha ideado esto de la escuela, los profesores y los libros para fastidiarme a mí?



E.F
June 2014

Functional language
chalkboard I
20032017



Excuse me

Excuse me, can you repeat that, please?.disculpe, ¿puede repetir ... ?
Can I take my cell phone?.¿puedo coger mi ... ?
Don't worry!.¡no se preocupe!

OK / I see.ah, vale
How do you pronounce ...?.¿cómo ... ?
I have forgotten it.lo he olvidado

Could I say this in English?.¿podría decir esto en inglés?
My surname is Jenkins.mi ... es Jenkins
I can spell it. ...

Shall I read this paragraph?. ...
Have we done these exercises?.¿hemos hecho estos ejercicios?
Can I clean the blackboard?...

OK, I'll copy that. ...
You have to take notes....
By the way.por cierto / a propósito

What is...?.¿qué es...?
I haven't written anything. ...
No chewing gum, please!.sin chicle, ...

Quick!.¡rápido!
What time is it, please?. ?
It is ten past 2.son las 2 y diez

Recordatorio rápido para la claridad y limpieza en los exámenes



Solo cinco consejos oportunos para los estudiantes a la hora de realizar pruebas escritas.

1. rodee con un círculo el número de cada ejercicio o pregunta. A continuación señale apartados con boliches, guiones o letras
2. en una pregunta de opción múltiple elija subrayar o rodear con un círculo la respuesta correcta y no se le ocurra poner una equis encima de la respuesta elegida (el profesor puede creer que considera lo que deja sin tachar como la respuesta válida)
3. escriba todas las respuestas en un mismo espacio, y en caso de necesitar cambiar de página deje un aviso claro por escrito en el punto en que decida pasar página. Por ejemplo, si ha empezado a escribir en la primera página y no tiene más espacio, escriba una llamada (1), (2) o un asterisco (*) en ese punto y el mensaje breve SIGUE EN PÁGINA 2. En ese caso, repita la llamada o señal (1), (2), (*) en la página 2.
4. utilice adecuadamente el papel y no escriba todo en un espacio mínimo
5. en caso de tener que asociar dos columnas de palabras o datos, evite dibujar flechas uniendo ambas columnas. Lo más aconsejable sería colocar un número a cada miembro de la primera columna y una letra a cada miembro de la segunda. Relacionar los términos anotando, por ejemplo: 1d, 2 f

Eugenio Fouz.-
170617

The sign of intelligence is
that you are constantly
wondering. Idiots are always
dead sure about every damn
thing they are doing in their
life. -Vasudev

Functional language.- ESL 1 (1.1)

Good morning! Morning!
Good afternoon! Afternoon! -¡Buenas tardes! (12 pm – 6 pm)
Good evening! –¡Buenas tardes (noches)! (6 pm-12 am)
Good night!-¡Hasta mañana!
Hello! Hi! -

Bye bye! Goodbye!
See you!

Hello! How are you?-Hola, ¿cómo estás?
I´m fine, thanks! / Not bad! -

How do you do! How do you do!-¿Cómo está usted?
Nice to meet you! / Pleased to meet you!-.....

Thank you! / Thanks! / Many thanks! / Thank you very much! - Gracias
You´re welcome! / Any time! / It´s alright! / Not at all!
No problem!-

*

spring summer autumn winter – primavera verano

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday- lunes,
martes, ..., ...

*

GRAMMAR SYLLABUS, ESL 1.- (III)

personal pronouns (object), ordinal numbers, the time, seasons of the year, months, skeleton of a verb, conjugation of a lexical verb in the present simple tense (interrogative form)

personal pronouns (object)

me you him / her / it us you them
(a mí / me, a ti / te, a él / le, etcétera)

John loves her (John la ama a ella)

The teacher wants us to work hard (el profesor quiere que nosotros trabajemos mucho)

That present is for them (ese regalo es para ellos)

ordinal numbers

first, second, third, fourth, fifth, sixth
seventh, eighth, ninth, tenth, eleventh, twelfth

the time

what time is it? / what is the time?

it is ten o'clock / it's half past two / it's a quarter past four

is it ten to three? (¿son las tres menos diez?)

thanks! / you're welcome (gracias / de nada)

seasons of the year

spring, summer, autumn (fall), winter

months of the year

January, February, March, April, May, June

July, August, September, October, November, December

skeleton of a verb (3 forms)

to write wrote written: escribir

INFINITIVE PAST PAST PARTICIPLE

We can do lots of things with these 3 forms:

Present simple tense: I write, she writes

Past simple tense: I wrote, we wrote

Present continuous tense: I am writing, you are writing

Present perfect tense: I have written, you have written

conjugation of a lexical verb in the present simple tense interrogative:

Do I want? ¿quiero yo?

Do you want?

Does she want?

Do we want?

Do you want?

Do they want?

**12 ideas sobre la asistencia a clase,
la evaluación y los aprobados
en un centro educativo**



- 1.La asistencia a clase es un derecho del alumno
- 2.La asistencia a clase es obligatoria para el alumno y para el profesor
- 3.Estar en un centro educativo supone un esfuerzo de atención, interés y trabajo
- 4.Un alumno que quiere aprender dedica tiempo al estudio en el aula y fuera de ella
- 5.El sentido de la educación (al menos uno de los sentidos de la educación) es aprender a hacer cosas y ponerlas en práctica
- 6.No espere aprender algo sin hacer nada
- 7.El objetivo noble de la educación es mejorar, educarse, aunque el proceso implique fracasos –suspensos-, dudas, memorización, estudio, repaso y práctica
- 8.Si solo busca el aprobado el proceso será soso, breve y aburrido
- 9.Aquel que quiera aprender desinteresadamente, quizás se vea sorprendido por una lluvia de aprobados
- 10.No mire al cielo esperando esa lluvia
- 11.Hay alumnos que parecen más preocupados por la evaluación que por entrar y participar en una clase
- 12.Una dieta recomendable para el alumno sano consistiría en la ingesta de 3 cucharadas diarias de ejercicios variados por 1 sola cucharada de teoría.

**Eugenio Fouz.-
14122016**

Two readings: bad habits / cyber-bullying

A minute listening

Bad habits

What are your bad habits? I think everyone has bad habits. Not everyone agrees on what bad habits are. Some smokers don't think smoking is a bad habit. Young people don't think listening to loud music on the train is a bad habit. In Japan, slurping your noodles is a sign that you enjoy your food, but making a noise while eating in England is not good. Have you ever tried to break your bad habits? I have quit smoking and have stopped leaving things laying around the house. I wish other people would stop their bad habits. I get annoyed when people are late for meetings or talk loudly on their phones in public. I also think many motorists need to think about their driving habits. Perhaps I should point out their bad habits.

*

Cyber-bullying

The Internet can be a scary place these days, especially because of cyber-bullying. It's difficult to open a newspaper these days and not see a story about this. It's a really nasty and growing problem. Cyber-bullies are real cowards. They hide behind their computer and scare people, send them hate mail or threaten them. Even worse is when they publish pictures of their victims online. I have a friend who had a really bad time at the hands of a cyber-bully. He or she spread lots of gossip and lies on the Internet. My friend's reputation was badly damaged. A really bad thing is how young cyber-bullying starts. Many schoolchildren physically bully others in class and then continue online. Their victim isn't safe anywhere.

WAYS TO RESPOND TO THANKS
-via mac millan dictionary-

you're welcome

used in reply to someone who has thanked you

no problem

used as a polite way of answering someone who has thanked you for something, or said they are sorry for something

not at all

used as a polite reply when someone has thanked you for something

don't mention it

used as a polite answer to someone who has just thanked you for something

it's no bother

used for saying that you are happy to help someone and it will not cause you any problems or difficulties

(it's) my pleasure

used when someone thanks you as a polite way of saying that you were happy to help them

it's/that's all right

mainly spoken used when someone has thanked you or said sorry to you, to show that you do not mind

it's nothing/think nothing of it

used as a polite reply when someone has thanked you for doing something for them

PRACTICE OF ENGLISH LANGUAGE 1.- PRESENT SIMPLE TENSE 1.1

Last name

First name.....

Group.....

DATE:.....

1. Translate these sentences into Spanish:

- a. I am here now.
- b. She is not here now.
- c. He needs help right now.
- d. He does not need help now.
- e. He has his passport in his hand.
- e. Do you have your passport with you?

2. Put the verb in the correct form:

- a. I tennis. (PLAY)
- b. She play tennis. (PLAY. In the negative form)
- c. he tennis? (PLAY. In the interrogative form)
- d. The train every morning at 8 AM. (LEAVE)
- e. The train not at 9 AM. (LEAVE. In the negative form)
- f. When does the train usually leave / leave usually? (LEAVE. Choose 1)
- g. She always forgets her purse / forgets always her purse. (FORGET. Choose 1)

3. Put these messages in English language:

- a. Ella habla inglés conmigo
- b. La hermana de Tom no sabe nadar
- c. ¿Me entiendes?
- d. John necesita ayuda ahora (ayuda.help)
- e. Susan llega siempre al colegio antes que yo (llegar.arrive)

4. BASICS

- a. Write all cardinal numbers from 1 to 16
- b. Write all days of the week in order
- c. The time: 3:45 2:10 5:30 12:00
- d. Write the personal pronouns of object
- e. Jot down the four demonstratives and their meanings (jot down.anotar, escribir) (meaning.significado)

Indicative

Present

I make
you make
he/she/it makes
we make
you make
they make

Preterite

I made
you made
he/she/it made
we made
you made
they made

Infinitive

to make

Imperative

make
let's make
make

Participle

Present

making

Past

made

In English, the conjugated forms are the same for the following persons: you, we and they.

GRAMMAR SYLLABUS, ESL 1.- the alphabet, family members, cardinal numbers 1-10, saying hello and goodbye, the article (the / a, an), demonstratives

the English alphabet (26 letters)

A	B	C	D	E	F
G	H	I			
J	K	L	M	N	
O	P	Q	R	S	T
U	V	W			
X	Y	Z			

family members:

father, dad / mother, mum / son, daughter
brother, sister / husband, wife / grandfather / grandmother
grandson, granddaughter
uncle, aunt / cousin / nephew, niece
brother-in-law / sister-in-law

cardinal numbers (1-10)

one, two, three, four, five, six
seven, eight, nine, ten

saying hello and goodbye

Hello! / hi!
How are you? – I'm fine, thanks
Good morning! / good afternoon! (up to 12.00 am)
Good evening! (from 12.00 am to 6.00 pm)
Good night!
Bye! / goodbye!
See you!

the articles

the definite article: the (el, la, lo, los, las)
the indefinite article: a /an (un, una, uno)

The sun rises everyday
I love this book. The book is my sister's book
I play the piano

What do you do? – I am a teacher / doctor / bricklayer
What do you do? – We are teachers

Have you got an umbrella? It is raining outside

demonstratives

this.este, esta, esto
these.estos, estas
that.ese, esa, eso, aquel, aquella, aquello
those.esos, esas, aquellos, aquellas

Siete cuestiones odiosas que no tendrían que recordarse en el aula



1/copiar un examen o hacer trampa es deshonesto e inútil. Quien copia engaña al profesor que le enseña y se engaña a sí mismo

2/asistir a clase puntualmente es un derecho del alumno y una obligación. La norma es asistir a clase; la excepción es perder clases. La falta de asistencia sistemática a clase no es justificable

3/estar en el aula sentado sin hacer nada es una pérdida de tiempo para el alumno y para el profesor. Un alumno debe escuchar al profesor y sus compañeros, un alumno debe interesarse por las asignaturas y tomar notas

4/es imposible aprender sin material escolar como libros, cuadernos, bolígrafos y diccionarios

5/exhibir herramientas, aparatos u objetos ajenos a la escuela (teléfono móvil, *tamagotchi*, naipes, etcétera) sabiendo que están prohibidos no es una buena idea

6/desoír o desobedecer las indicaciones del profesor significa ir en contra de la enseñanza y el aprendizaje

7/creerse el alumno que no es preciso hacer tareas fuera de clase porque está suficientemente preparado, no leer libros ni consultar otros manuales, no estudiar ni repasar a pesar de que el profesor le recomiende que lo haga implica que uno de los dos está muy equivocado

Eugenio Fouz
17/06/2017

How should I use titles like "Mr." and "Mrs."?

Titles are the words that go in front of someone's name. In American English, the most common salutations are "Mr.", "Ms.", "Mrs.", and "Miss". There are a few others as well like "Dr." Here's an explanation of each of the common titles:

"Mr." (pronounced "mister") is used when you're addressing a man.

"Ms." (pronounced "miz") is for addressing a woman. It can be used for all women, so people often use this instead of "Mrs." or "Miss" in spoken English.

"Mrs." (pronounced "miziz") is for a married woman. When you're saying or writing someone's full name in a really formal situation, you should find out if they are married or not and use the correct salutation - "Mrs." or "Miss".

"Miss" (pronounced "miss") is for an unmarried woman. Use it with female children and teenagers.

Other titles include "Dr." (pronounced "doctor"), Professor, Judge, President (of a country, not a company), Governor, Officer, General, Nurse, and some other job titles).

You normally use these titles with a person's last (family) name. Using a title with a person's first name sounds a little childish. That's OK if you're speaking with really small children. For example, preschool teachers ask their students to call them "Miss Jenny" or "Mister Jason".

So when should you call someone by their title? Here are a few rules:

Students should call their teachers by their titles. For high school and below, use "Mr.", "Ms.", etc. For university, use "Professor". As a sign of respect, some teachers will also call their students by their last names and titles.

If you work in a store, a restaurant, a bank, etc. it's polite to call the customer by their title and last name.

At formal events like political forums, graduation ceremonies, or in (legal) court, people often use a title plus a person's full name ("Mr. Aaron Knight", etc.)

In the workplace, people usually call each other by their first names, with no title. That's even true in written email communication, and even when you're speaking to someone from another company. Calling a person by their title seems formal and creates a distance between people.

Friends and family members almost never address each other with a title, except perhaps as a joke.

Unchained melody
The Righteous Brothers

Oh, my love, my darling,
I've hungered for your touch a long, lonely time,
Time goes by so slowly and time can do so much.
Are you still mine?
I need your love,
I need your love,
God speed your love to me.

Lonely rivers flow to the sea, to the sea
To the open arms of the sea
Lonely rivers sigh,
"Wait for me, wait for me"
"I'll be coming home, wait for me!"

Oh, my love, my darling,
I've hungered for your touch a long, lonely time,
Time goes by so slowly and time can do so much.
Are you still mine?
I need your love,
I need your love,
God speed your love to me.

Functional language.- ESL 1 (1.2)

Do you understand me? - ¿me entiende usted?

Do you speak English?-

Do you speak French? -.....

Yes, I do / No, I don't - /

Can you repeat that, please? -¿Puede repetir eso, por favor?

Of course! Hold on a second-

Can you speak more slowly? Well, yes...

.....

What time is it, please?-.....

Sorry, I don't know-

It is 5 o'clock-

It is half past 12 -

It is a quarter to 7 -

It is twenty past 3-

Is it Tuesday today? -

Yes, it is-

What is your name? -.....

How old are you? -¿cuántos años tienes?

I'm 13-

Is Smith your last name? -.....

Can you spell your last name / family name? -

Write your last name and your first name-.....

Do not forget to jot down the date -

To forget – olvidar

To jot down - anotar

To spell – deletrear

To understand – entender

Everybody understands this, don't they?-

That's none of your business-.....

One two three four five six seven eight nine ten eleven twelve thirteen fourteen
fifteen sixteen eighteen nineteen twenty

First second third fourth fifth sixth seventh eighth ninth tenth eleventh twelfth
thirteenth

Business Phone Etiquette

Neil Payne

via sideroad.com

Etiquette is in essence about proper conduct and presenting yourself favourably. Demonstrating good etiquette is important if one seeks to be successful. An area in which this is essential is the business phone call.

Millions of business phone calls are made every hour and day. Business people that interact solely over the phone yet never meet still form strong opinions of one another. Practising good business phone etiquette helps encourage clear lines of communication, build rapport and avoid misunderstandings.

Most of us can recollect a phone call that left us feeling frustrated or irritated. How much of this could have been attributed to poor phone etiquette? Here we explore a few simple examples of areas within business phone etiquette that should be employed when making or receiving calls. All successful business interaction needs preparation. The phone call is no exception. It is important to know who you are calling, the most convenient time to do so, the reason for your call and what you can do for them. Be structured, short and sharp.

If the caller is not known to the receiver it is important that the purpose of the call and the caller's credentials are established immediately. A simple introduction followed by a sentence or two not only shows good phone etiquette but allows the receiver to set the forthcoming information within a context. Particularise your intention behind the call. Do not assume the receiver understands why you are calling them and what you expect of them. Expand upon information and specify the purpose of the call.

Pass on information that the receiver will understand, appreciate and find useful. Waffling and speaking generically will lose attention and generally reflect poorly on the caller.

Good business phone etiquette demands professionalism at all times. When speaking to someone you do not know avoid informal speech or personal questions. Once a relationship has been built it is considered polite to enquire about weekends, children or other non-sensitive personal matters.

Privacy and security around furtive issues must always be borne in mind on the phone. If it is imperative that sensitive discussions take place over the phone, business etiquette requires that you confirm with the receiver whether this is appropriate.

Be patient. Demonstrating good business etiquette relies on your staying calm, cool and collected under pressure or when facing a testing situation. Your ability to stay patient earns respect and avoids rash actions or decisions.

Although there is much more to business phone etiquette than the above guidelines, you will find they can go a long way in contributing to an improved understanding of how to use the phone effectively in the business world.



Leer un libro de lectura graduada

Eugenio Fouz

- a. Entienda que ha de traer el libro de lectura a clase al menos los días elegidos para la lectura.
- b. Olvidar el libro de lectura en casa supone un problema.
- c. Un diccionario bilingüe inglés / español es imprescindible.
- d. Piense que leerse un libro es un trabajo de constancia. Lea todos los días que sea posible un poco. Mejor es leer 10 minutos a lo largo de la semana que leer 60 minutos un solo día. No obstante, usted decide cuándo lee.
- e. Leer un libro entero en inglés no es imposible pero exige esfuerzo y ganas de buscar y aprender vocabulario.
- f. Es aconsejable disponer de un bloc o libreta para notas en el que anotar vocabulario, contenido (resúmenes del texto, nombres propios, lugares, datos de interés) o tareas.
- g. Traiga bolígrafo.
- h. Empiece leyendo el título y el autor.
- i. La estructura de una oración en lengua inglesa es simple:

<i>Sujeto + verbo + complementos</i>

No hay sujeto omitido como en español o latín

- j. No crea que va a leer un libro sin necesidad de consultar el diccionario. (En caso de que fuese así, este libro no le habría servido de mucha utilidad)

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